

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: MANAGER, TRIAL COURT ACCOUNTING AND FINANCIAL SERVICES
CITY: SACRAMENTO, CA
JOB REQUISITION: 2494
SALARY: \$7,629 TO \$9,272 PER MONTH

OVERVIEW

Under the direction of the Assistant Director, Office of Trial Court Financial Services, Finance Division, the manager of the Trial Court Accounting and Financial Services (AFS) section will lead a team of professional staff who perform the full range of accounting operations, financial reporting, and payroll accounting related activities including the development and implementation of business and financial systems for the trial courts. The incumbent of this position will serve as the site manager for the Sacramento office during the absence of the assistant director.

RESPONSIBILITIES

- Develop and implement goals, objectives, policies, procedures and work standards for the Accounting and Financial Services section which includes the General Ledger and Reports, Accounts Payable, and Payroll Accounting units;
- Manage the day-to-day activities of each unit through subordinate supervisors in accordance with the Office of Trial Court Financial Services and Finance Division goals and objectives;
- Plan, organize, assign, review and evaluate the work of AFS staff including the hiring, training, development and discipline of new and incumbent employees and accounting supervisors;
- Oversee the operations of the Court Accounting and Reporting System (CARS) for trial courts on the statewide system for accounting and payroll services;
- Coordinate with Human Resources Management Information System and Court Human Resources Information System project team to ensure payroll processes are performed in accordance with generally accepted accounting practices; ensure payroll liability accounts are reconciled with employee and benefit provider records maintained by the trial court or AFS;
- Communicate with court personnel and the staff of the Administrative Office of the Courts;
- Establish and ensure quality customer service with trial court employees and AOC staff;
- Develop and administer the AFS' annual operating budget;
- Oversee the writing of curricula and conduct procedural workshops;
- Assist in developing the Finance Division's strategic short- and long-ranged planning;
- Provide leadership and motivation to section and unit staff; and
- Other duties as assigned.

QUALIFICATIONS

Equivalent to the possession of a bachelor's degree and six years of professional accounting or auditing experience, including a minimum of two years of increasingly responsible management experience.

OR

Two years as a Supervising Analyst or other supervisory-level professional class; or three years as a Senior Analyst with the judicial branch.

DESIRABLE QUALIFICATIONS

Possession of an active California-issued Certified Public Accounting License, including satisfaction of the attest experience and all continuing education requirements of the Board of Accountancy.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance", and search for Job Req #2494, Manager, Trial Court Accounting and Fiscal Services. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

The Administrative Office of the Courts Is an Equal Opportunity Employer.